

Shrewsbury City Center Wedding Venues



For more information please contact Lauren at
314-647-1003 or by email at
LMayer@cityofshrewsbury.com

The Sunset Room

Your wedding day is a big day and requires a lot of planning. We are here to help you in whatever way we can. Starting with our safe, convenient parking, and ending with our court yard, patio & spacious event room. Our venue is the perfect place to make your wedding special. To help you along the way we have a checklist for planning beginning a year out from the big day up to and including your wedding day. Of course, you can plan any way you choose and our venue is flexible enough that you can make your vision a reality. The Sunset Room holds up to 215 people.

Package A:

\$800 Resident; \$1300 Non Resident

Access to the room on the day of the event at 10am, must be cleaned up and out of the room by the end of the contracted time.

Access to an additional room on the second floor, for the wedding party.

Package B

\$1500 Resident; \$2000 Non-Resident

Same as above

Choice of Access to rented room day prior or following event for extra setup or break down time.

Package C

\$1800 Resident; \$2300 Non-Resident

Room on the 2nd floor

Access to the room day prior from 12pm-10pm for setup

Access to the room at 9am—Midnight on the day of the event

Access to the room the day after event from 10am-1pm for clean-up

Access to all the add ons at no additional charge

Add Ons:

Projector: \$75

Bistro Tables: \$6.00 a piece (11 available)

Patio Tents: \$30 a piece

Wood Center pieces: \$2.00

**All packages are subject to availability*

**all packages include: access to: tables, chairs, prep kitchen, and bar area*



Spacious
Private
Entry Way:



Patio with
Park View



Large
Dance
Floor



Raised
Stage



Add your
own style



Multipurpose Room

Multi Purpose Room

Includes seating for up to 200 guests (250 theatre style), full kitchen and stage.

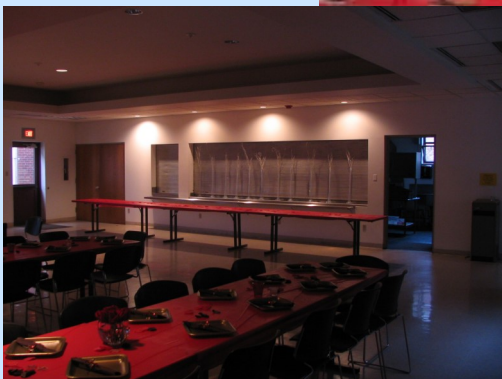
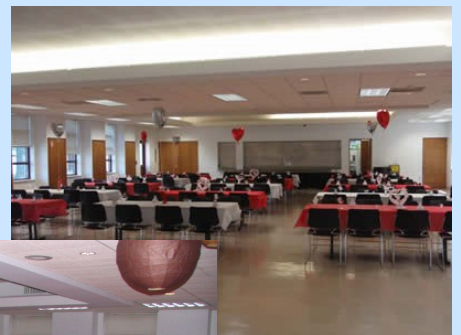
Minimum 5hr rental - Additional hours extra

Sunday—Friday: \$400Residents / \$550Non Res.

Saturday: \$500Residents / \$650Non Res.

\$200 Deposit required at time of booking

Tables and chairs provided





Frequently Used Vendors

Genesis

314.894.7073

www.cateringbygenesis.com

Hendris Banquets & Catering

314.752.0216

www.Hendris.com

Syberg's

314.832.4856

www.sybergs.net/catering

Russo's Gourment Catering

3174.427.6771

www.russosgourment.com

Kirkwood Ice & Fuel

John Kennebeck, Catering Manager

314.822.0494

Westwood Catering

314.965.7428

www.westwoodcateringstl.com

The Christy

314.352.0045

www.Thechristy.com

Biggies

314.781.0060

www.biggiesrestaurant.com

Pappy's Smokehouse

314.607.2446

www.pappyssmokehouse.com/catering

Gourmet To Go

314.241.9100

www.gourmenttogo.com

Favazza's

314.772.4454

www.favazzas.com

Two Mike's Catering

314-752-5800

www.twomikescatering.com

Other Vendors

Weinhardt Party Rentals

314.822.9000

www.weinhardtpartyrentals.com

SkyGuy Media

Event & Wedding Videography

www.skyguymedia.com



*The above vendors are all vendors who are familiar with the venue, the City does not require use or recommend them over anyone else. *

9-12+
months
before

- * Start a wedding folder
- * Work out your budget
- * Pick your wedding party
- * Start planning the guest list
- * Reserve your date and venues
- * Book your officiant
- * Research vendors



8
months

- * Hire your photographer and videographer
- * Book your band or DJ
- * Meet with your preferred caterers
- * Purchase your dress
- * Reserve a block of hotel rooms for out of town guest
- * Start your wedding registry

6-7
months

- * Book your invitation designer
- * Start researching your honeymoon destinations
- * Shop for bridesmaids dress
- * Send save the dates
- * Book your florist
- * Arrange transportation

4-5
months

- * Book the rehearsal and rehearsal dinner venues
- * Meet with your baker
- * Start your hair and makeup trials
- * Start choosing your playlists

3
months

- * Finalize menu and flowers
- * Order Favors
- * Choose readings and readers
- * Purchase rings

2
months

1
month

1
Week

Day
Of

- * Check in with all vendors for updates
- * Start a shot list for your photographer
- * Review playlist with band or DJ
- * Send invitations

- * Start recording RSVPs
- * Get your marriage license
- * mail rehearsal dinner invites
- * Have your last dress fitting
- * Start seating arrangements
- * Purchase bridesmaids' gifts

- * Confirm arrival times with vendors
- * Send a time line to the bridal party
- * Pick up your dress
- * Check in with photographer
- * Break in your shoes!
- * Final guest numbers to caterer
- * Pack for honeymoon

- * Hair and Makeup
- * Wedding and Family Photos
- * Arrival time
- * Ceremony Starts
- * Ceremony Ends
- * Arrival at Reception Venue

- * Meet and Greet Happy Hour
- * Move guest to their seats
- * Serve dinner
- * Cut the Cake
- * First Dance
- * Enjoy your Evening

